



To: Board of Library Trustees  
From: Anthony Auston, Director  
Date: Tuesday, September 17, 2024  
Re: Computing Systems Replacement Project Recommendation

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## Overview

As part of the Strategic Plan and as identified in the past 2 fiscal years' Special Reserve Fund project goals, the library's 8 year-old desktop and 5 year-old laptop computing systems are overdue for update and replacement. The hardware is at or approaching its end-of-life with near-daily use and increasing maintenance issues.

In the FY24-25 budget proposal that was approved at the June 18, 2024 regular board meeting, staff provided the following narrative introduction of this Special Reserve Fund Project:

### **Desktop/Laptop Replacement Cycle**

The library's long-time contracted local area network (LAN) management company Computer View Inc. (CVI) evaluates our computing environment, tracking local equipment, maintenance/service tickets, usage trends, and peer market data to ensure that our network resources are effective, secure, and up-to-date. CVI helps us to maintain an inventory of our assets and makes recommendations of replacing equipment on a cyclical basis. The overwhelming majority of our assets have been updated on this cycle in the past few years, including our Wi-Fi network and server infrastructure.

During the pandemic years, the weaknesses of our aging computing systems were exposed as we attempted to pivot operations to a remote and hybrid environment. To adapt around some of the challenges, we added a range of laptops to our network though this solution was largely reactive and less coordinated than our systematic replacement cycle.

With all of our desktops and most of our laptops at or near their end-of-life, it is time to replace this (on average) 8 year old equipment. We have been experiencing more hardware failures lately and our current fleet is not capable of upgrading to Windows 11. With Windows 10 nearing its end-of-life, it is imperative that we update our computer hardware. CVI estimates that the cost to replace our 105 desktop computers will range from \$181,700 to \$192,500. Our 30 replacement laptops will range from \$70,500 to \$76,500.

Our collaboration with CVI enables us to organize a reliable fleet of equipment with the same base specifications and software images. This facilitates maintenance of our inventory and ensures a consistent operating environment for both patrons and staff.

This spring, IT Manager Michael Pocrnich and I met with our partners at CVI to explore our options for this update. CVI proposed a range of hardware solutions, as well as a new office software productivity environment. They also reviewed upcoming chip technology incorporating artificial intelligence (AI), though ultimately this option was not appropriate for this replacement cycle. Over the past several months, Michael has been compiling and reviewing several system options and quotes, and debuted the leading options with the leadership team, including a site visit by CVI to preview the options with the staff stakeholder team this summer. Following evaluation of all of our options, we've built consensus on our recommended solution.

The attached documentation and proposals mark the culmination of our study and represent the solution that best fits the library's computing system needs.

### **Recommendation**

Staff recommends Board approval to proceed with purchasing the following computing systems hardware replacements:

- 100 desktop mini PCs and monitors (to replace current PCs and monitors)
- 1 tower workstation (to replace current livestream PC)
- 30 notebooks (to replace current notebooks)
- 30 integrated desktop stands (to replace old stands)

Attached is a final quote of hardware prices from HP through their partnership with the Illinois Learning Technology Purchase Program (<https://iltpp.org/>). Michael worked directly with a representative from HP's government division to secure special pricing for the library through this state program, ensuring we acquire the replacement hardware at the best possible price.

A few details worth mentioning:

1. All new desktops will feature improved processors and expanded on-board memory. These enhancements will enable both staff and patrons to work more efficiently, without worrying about program slowdowns or crashes when running multiple programs simultaneously (such as Word, Chrome, and Zoom).
2. The new monitors will have built-in blue light filters to reduce eye strain.
3. All of the computer hardware includes a 3 year warranty.

As part of the computer hardware upgrade, we are also updating our Microsoft Office software. For staff, we will be licensing Microsoft 365 instead of the one-time perpetual Office license per computer. Leadership recognizes the opportunities for enhanced productivity with the features provided by Microsoft 365 (<https://www.microsoft.com/en-us/microsoft-365>), and the majority of our recent hires are already used to working in a cloud environment, which allows for easier collaboration, work from multiple devices, and provides cloud storage. As part of the move to M365, we are also adding a cloud backup service in order to recover files from the M365 environment should any files get corrupted or accidentally deleted. Implementing this solution for staff offers the added benefits of enhancing network security, decreased dependence on local updates and maintenance, and reduced utilization of local file server storage.

For our fleet of patron computers and notebooks, we will still purchase the standard one-time perpetual Microsoft Office license.

The new computers, being more responsive and reliable, combined with the new Microsoft 365 licensing model, will provide more flexibility for a hybrid work environment which we anticipate will result in increased staff productivity and collaboration.

## **Budget**

When originally proposed, this project was identified as eligible for expenditure from the Special Reserve Fund as necessary operational capital infrastructure. As noted above, we anticipated that the hardware for this project would cost around \$250,000, subject to a number of caveats and conditions.

The current quoted cost for this equipment/hardware from HP is **\$179,825**. This figure includes 101 desktops/monitors/stands and 30 laptops. Of the total, 71 desktops and 15 laptops will replace current staff systems, and 30 desktops and 15 laptops will be replace patron systems.

The current quoted cost for the configuration/installation/recycling associated with this project from CVI is **\$45,850**. This figure includes associated operating system software; professional imaging, configuration, and inventory management of the equipment; professional installation of the equipment; removal, data security cleaning, and sustainable recycling of the old systems.

As in the recommendation explained above, with this hardware update, the library is also migrating to a new office software environment for staff, which differs from the current system. In the past several years, many software vendors have migrated to cloud-based subscription models over prior one copy-one user single-license software. The pricing skews slightly more expensive over time as this subscription model would see an annual license fee per user for staff clients, though the savings in costs of management, updates and maintenance, security, and productivity may ultimately neutralize the difference across other lines of the operating budget. This recurring software license expense will need to be added to expense account 74150 (Equipment/Computer Maintenance) in future budget years, and will vary based upon the actual number of registered users upon renewal. This year, that portion of the software licensing totals \$10,800. The one-time perpetual software licenses for the public computers totals \$6,440. Therefore, the total cost of the supporting software to complete the equipment upgrade for this year is **\$17,240**. CVI will manage this aspect of the project, and this cost is included on the same quote as the configuration/installation/recycling as noted above.

The attached quotes, including the cost of the equipment and the supporting software, totals **\$242,475** in Special Reserve Fund-eligible expenses for completion of this FY24-25 Strategic Plan project.

An itemization of the attached quotes and summary of the above narrative follows:

## Itemized Summary

### HP

#### Computer Hardware

EliteBook 660 G11 - i7, 32GB RAM	\$1,502.50	30	\$45,075.00
HP Elite Mini G9 - i7, 32GB RAM	\$1,100.00	100	\$110,000.00
HP Z2 G9 Tower - i7, 64GB RAM	\$1,950.00	1	\$1,950.00
HP S7 Pro 724pf monitor	\$225.00	70	\$15,750.00
HP P24 G5 FHD monitor (for integrated stand)	\$140.00	30	\$4,200.00
HP Integrated desktop stand	\$95.00	30	<u>\$2,850.00</u>

Total HP: **\$179,825.00**

### CVI

#### Client Software Licensing - Annual Subscriptions

Microsoft Office 365 A3 - 1 Yr Term	\$40.00	60	\$2,400.00
Microsoft Entra ID P1 - 1 Yr Term	\$7.20	100	\$720.00
Spanning Cloud Backup Service - 1 Yr Term	\$48.00	60	\$2,880.00
Next Gen Profile Management - 1 Yr Term	\$60.00	80	\$4,800.00

#### Perpetual Licenses One Time Purchase

Microsoft Office LTSC Professional Plus 2021	\$92.00	70	\$6,440.00
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#### Configuration / installation / recycling

Includes O/S with latest updates, all user applications, equipment installation, and recycling with hard drive data wiped clean.

\$45,850.00      1      \$45,850.00

Total CVI: **\$63,090.00**

Grand Total: **\$242,915.00**



August 29, 2024 3:48:11 PM

Wilmette Public Library District  
1242 Wilmette Ave  
Wilmette, IL 60091

Dear Michael Pocrnich,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: IL - IL LEARNING TECH PURCHASE PGRM (NVP PC5) [23011 - ILTPP] when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

Orders can be placed electronically at [www.hp.com/buy/pshp2b](http://www.hp.com/buy/pshp2b). You can place this order by searching for the HP Customer Quote ID displayed above and simply check out.

Should you choose this order can also be Faxed to 800-825-2329 or emailed to [ORDERS-PROCESSING-USA@hp.com](mailto:ORDERS-PROCESSING-USA@hp.com).

If you are faxing or emailing this order a sample Purchase Order Document can be downloaded that gives guidance on what is required to place an order with HP. [Click here to download the sample Purchase Order](#)

All orders not placed electronically need to be made out to HP Inc. or HP with the Ordering address referenced below.

The Purchase Order should include the Contract Number in the body of the Purchase Order. Please also be sure to include a copy of the quote, email address, the ship to location or drop ship locations, delivery date requirements and any other special information and if applicable, the HP Authorized Reseller Agent name or authorization number for the HP Agent providing you with support.

Ordering address:  
HP INC.  
Attn: Public Sector Sales  
3800 Quick Hill Road  
Bldg 2, Suite 100  
Austin, TX 78728



## Information & Details

**Organization name:** Wilmette Public Library  
**Catalog name:** IL - IL LEARNING TECH PURCHASE  
PGRM (NVP PC5) [23011 - ILTPP]  
**Created by:** adarius.blake@hp.com  
**Partner Agent ID:**  
**Name:** adarius blake  
**Email:** mpocrnich@wilmettelibrary.info  
**Phone:** 8472566922  
**Email notification:** mpocrnich@wilmettelibrary.info  
**Created:** August 29, 2024 3:48:11 PM  
**Expires:** September 28, 2024 3:48:11 PM  
**Payment method:** Purchase Order  
**Quote total:** USD 179,825.00

## Billing Information

**OM ID:** 0170249839  
**Company:** Wilmette Public Library District  
**Address:**  
1242 Wilmette Ave  
**City :** Wilmette  
**State/Province:** Illinois  
**Zip/postal code:** 60091  
**Country:** US  
**Attention to:** Michael Pocrnich  
**Email:** mpocrnich@wilmettelibrary.info  
**Phone:** 8472566922  
**Fax:**

## Shipping Information

**Company:** Wilmette Public Library District  
**Address:**  
1242 Wimette Ave  
**City:** Wilmette  
**State/Province:** Illinois  
**Zip/postal code:** 60091-2558  
**Country:** US  
**Attention to:** Michael Pocrnich  
**Email:**  
**Phone:** 8472566922  
**Fax:**  
**Requested Delivery date:**  
**Shipping options:**  
**Shipping method:**

**Comments:**

**Invoice instructions:**

**Shipping instructions:**

## Quote Summary

Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
	Configurable HP EliteBook 660 G11 Series IDS KIT ID: 51902114 Reference Model: 51902114 Configuration: 52462354		30	USD 1,502.50 <del>USD 2,368.30</del> Special price valid until 02/28/2025	USD 45,075.00
902F7AV	HP EliteBook 660 16 inch G11 (U7-165U, UMA, RT USBC) IDS Base NB PC		1		
8C9M7AV	No Country of Origin Restriction		1		
1Y632AV	Electronic Energy Star labeling (EStar)		1		
90G84AV	Windows 11 Pro 64		1		
4SS11AV#ABA	OS Localization		1		
90G35AV	Dual AryMic 5MP USB2 IR WFOV Integrated Camera		1		
90G53AV	16.0 inch AG WUXGA (1920x1200) WLED+LBL UWVA 400 f5MP IR 60Hz bnt LCD Panel		1		
90G93AV	32GB (1x32GB) DDR5 5600 SODIMM Memory		1		
90H18AV	512GB PCIe-4x4 NVMe TLC Solid State Drive		1		
90G34AV	Pike Silver Plastic D Cover ID		1		
90G57AV	No Near Field Communication (No NFC)		1		
90H30AV	Intel AX211 Wi-Fi 6E 160 MHz +Bluetooth 5.3 WW WLAN		1		
90G61AV	No WWAN		1		
90G56AV	No Fingerprint Sensor		1		
90G58AV	No SmartCard Reader		1		
90G30AV	RX Long Life 56Whr Fast Charge 3 cell Battery		1		



Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
90G25AV	65 Watt nPFC USB-C Straight AC Adapter		1		
913R2AV#ABA	for TBT Clickpad Backlit num kypd spill-resistant KBD		1		
913R6AV#ABA	Country Localization		1		
68V61AV#ABA	C5 1.0m Sticker Conventional Power Cord		1		
913R1AV#ABA	1/1/0 Warranty		1		
791T2AV	Pre-Boot UEFI Wi-Fi support		1		
4N733AV	HP Tamper Lock		1		
4V0B5AV	No vPro AMT supported		1		
90G62AV	17.0 5 units Bulk Packaging		1		
3E758AV	Electronic TCO Certified labeling		1		
8E4W6AV	Core Ultra 7 sz3 G14 Label		1		
U85GME	HP 3y Premium Onsite w/ADP Notebook		1		
<b>A85R9UT#ABA</b>	<p><b>HP Z2 G9 TWR i714700 64GB/1TB PC</b></p> <p><b>Operating system</b> - Windows 11 Pro  <b>Processor</b> - Intel® Core™ i7-14700 (up to 5.4 GHz with Intel® Turbo Boost Technology, 33 MB L3 cache, 16 cores, 28 threads)  <b>Memory</b> - 64 GB DDR5-4800 MHz RAM (2 x 32 GB)  <b>Internal Storage</b> - 1 TB HP Z Turbo Drive PCIe® Gen4 TLC M.2 SSD  <b>Power</b> - 450 W 90% efficient, wide-ranging, active PFC  <b>Ecolabels</b> - EPEAT® registered  <b>Warranty</b> - 3 year (3/3/3) limited warranty includes 3 years of parts, labor and on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.</p>		<b>1</b>	<p><b>USD 1,950.00</b></p> <p><del>USD 2,493.81</del>                      Special price valid until                      02/28/2025</p>	<b>USD 1,950.00</b>
<b>A12GVUT#ABA</b>	<p><b>HP Elite Mini 800 G9i714700T32GB/512GBPC</b></p> <p><b>Operating system</b> - Windows 11 Pro  <b>Processor</b> - Intel® Core™ i7-14700T (up to 5.0 GHz Max Turbo frequency, 33 MB L3 cache, 20 cores, 28 threads)  <b>Memory</b> - 32 GB DDR5-4800 MHz RAM (1 x 32 GB)  <b>Internal Storage</b> - 512 GB PCIe® Gen4 NVMe™ TLC M.2 SSD  <b>Power</b> - 90 W external power adapter, up to 89% efficiency, active PFC  <b>Ecolabels</b> - TCO Certified Edge  <b>Form factor</b> - Mini  <b>Warranty</b> - 3 year (3/3/3) limited warranty includes 3 years of parts, labor and on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.</p>		<b>100</b>	<p><b>USD 1,100.00</b></p> <p><del>USD 1,454.31</del>                      Special price valid until                      02/28/2025</p>	<b>USD 110,000.00</b>
<b>8X530AA#ABA</b>	<p><b>HP S7 Pro 724pf FHD MNTR</b></p> <p><b>Panel technology</b> - IPS  <b>Native resolution</b> - FHD (1920 x 1080)  <b>Contrast ratio</b> - 1500:1</p>		<b>70</b>	<p><b>USD 225.00</b></p> <p><del>USD 271.26</del>                      Special price valid until                      02/28/2025</p>	<b>USD 15,750.00</b>



Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
	<b>Brightness</b> - 300 nits <b>What's in the box</b> - Color calibration report,USB Type-A to B cable,Monitor,Warranty card,AC power cord,HDMI cable,VESA Mount adapter,VESA mount adapter,Quick Setup Poster,DisplayPort™ cable				
64X66AA#ABA	<b>HP P24 G5 FHD MNTR</b>  <b>Panel technology</b> - IPS <b>Display features</b> - Anti-glare,Low blue light mode,On-screen controls <b>Native resolution</b> - FHD (1920 x 1080) <b>Contrast ratio</b> - 1000:1 <b>Brightness</b> - 250 nits <b>What's in the box</b> - Monitor,Warranty card,Document kit,AC power cord,HDMI cable,Quick Setup Poster,DisplayPort™ cable <b>Warranty</b> - HP three-year limited warranty		30	USD 140.00 <del>USD 187.11</del> Special price valid until 02/28/2025	USD 4,200.00
G1V61AA	<b>HP Integrated Work Center for Desktop Mini and Thin Client</b>		30	USD 95.00 <del>USD 183.49</del> Special price valid until 02/28/2025	USD 2,850.00

Special pricing code: 46298998

<b>Subtotal</b>	USD 179,825.00
<b>Estimated Tax</b>	USD 0.00
<b>Total</b>	USD 179,825.00

Unless our contract prohibits it, (a) prices are valid for 30 days from quote date and/or (b) HP may change prices or discounts and reissue quotes immediately if there are increases in costs, tariffs, or other changes outside HP's control.

If the bill to company and address you wish to use is not present at the time of check out please enter it in the "Shipping Instructions" box. The order management team will make sure it is billed to the correct location.

Components of Configurable systems may not be ordered separately. Reference Model ID's and Configuration ID's are not part numbers, they are reference descriptions to your specific configuration.

If you are submitting a hard copy purchase order, please include a printed copy of this quote with your purchase order.

If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently shipped an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with the return of the product, if payment was not already made. If payment was already made, HP will work with the agency to correct the invoice. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.





**Computer View, Inc.**  
 2777 Finley Road  
 Suite 13  
 Downers Grove, Illinois 60515  
 United States  
<http://www.cview.net>  
 (P) 847-290-9286  
 (F) 847-290-9602

Quotation (Open)	
<b>Date</b>	Aug 29, 2024 05:56 PM CDT
<b>Modified Date</b>	Sep 06, 2024 03:29 PM CDT
<b>Quote #</b>	202822 - rev 1 of 1
<b>Description</b>	Client Software Licensing & Project Installation
<b>SalesRep</b>	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
<b>Customer Contact</b>	Pocrnich, Mike (P) 847.256.6922 mpocrnich@wilmettelibrary.info

**Customer**

Wilmette Public Library (WPL0001)  
 Pocrnich, Mike  
 1242 Wilmette Avenue  
 Wilmette, IL 60091  
 United States  
 (P) 847-256-5025  
 (F) 847-256-6911

**Bill To**

Wilmette Public Library  
 Auston, Anthony  
 1242 Wilmette Avenue  
 Wilmette, IL 60091  
 United States  
 (P) 847-256-5025  
 (F) 847-256-6933

**Ship To**

Wilmette Public Library  
 Auston, Anthony  
 1242 Wilmette Avenue  
 Wilmette, IL 60091  
 United States  
 (P) 847-256-5025  
 (F) 847-256-6933

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>Client Software Licensing - Annual Subscriptions</b>					
1	Microsoft Office 365 A3 - 1 Yr Term Academic Pricing	O365A3	60	\$40.00	\$2,400.00
2	Microsoft Entra ID P1 - 1 Yr Term	EIDP1Yr	100	\$7.20	\$720.00
3	Spanning Cloud Backup Service - 1 Yr Term	KSAAS	60	\$48.00	\$2,880.00
4	Next Generation Profile Management - 1 Yr Term	NGPM	80	\$60.00	\$4,800.00
<b>Perpetual Licenses One Time Purchase</b>					
5	Microsoft Office LTSC Professional Plus 2021 NCE - 1 PC - academic - Campus, School - 1 Year - Win - All Languages	79P-05863	70	\$92.00	\$6,440.00
6	Configuration / installation / recycling Includes O/S with latest updates, all user applications, equipment installation and recycling with hard drive data wiped clean.	INST	1	\$45,850.00	\$45,850.00

N.B.: This project requires a 50% deposit.

**Subtotal: \$63,090.00**  
**Shipping: \$0.00**  
**Total: \$63,090.00**

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.